

QUARTERLY DISPOSAL REPORT

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NOTE: DRMO's should use DRMO letterhead with this format

DRMO _____

Date _____

MEMORANDUM FOR **Generating Activity Name**
ATTN: Environmental POC
Generating Activity Address

SUBJECT: Quarterly Disposal Report

DRMO _____ is providing a list of hazardous materials, generated by your activity, that were successfully reutilized, transferred, donated or sold during the month of _____ (attachment 1). The list is provided by Disposal Turn-in Document (DTID) numbers for your ease in identifying the property. This information is being provided on a monthly basis to aid you in your hazardous waste minimization program. It also serves as our notification to you that any funding provided at turn-in for these DTIDs may now be deobligated.

Following is a list of Action Accounting Codes (AACs) to determine the method of disposition:

- a. U/U = Reutilization of HP to another DoD Activity.
- b. 7/7 = Transfer of HP to an Other Federal Agency.
- c. 7/Z = Transfer of HP to an Other Federal Agency with a DoD Agreement.
- d. V/I = Donated to a State Agency.
- e. V/J = Donated to a Public Airport.
- f. V/K = Donated to a Service Education Activity.
- g. Previous Record Status Code of C or K with a Record Status Code of Z = HP Sold.

DRMS is here to serve you and appreciates your business. Please contact the DRMO's Environmental Protection Specialist, _____ at _____ for all inquiries regarding hazardous property.

Chief
DRMO _____

Attachment